

**BY ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING  
INSTRUCTION 10-404**



**1 APRIL 2013**

**Operations**

**EXERCISE EVALUATION PROGRAM**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements the provisions of Air Force Policy Directive (AFPD) 10-4, *Operations Planning* and AFPD 10-25, *Full-Spectrum Threat Response* (FSTF). It prescribes and explains the outline of the organization, procedure and responsibility of the 919th Special Operations Wing (919 SOW) Exercise Evaluation Program (EEP). This instruction incorporates functions dealing with the planning and execution of all unit FSTR Exercises to include Operational Readiness Exercises (ORE), major accident response exercises (MARE), attack response exercises, natural disasters, and training scenarios (weapons issue, Survive to Operate (STO), Mobility Bag issue, etc.) as deemed necessary by the 919 SOW Commander (CC). . Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

OPR updated offices symbols in paragraphs 1, 2, 4, minor administrative over sites and updated publication dates.

**1. General:** The Exercise Evaluation program is a very important aspect of the 919 SOW readiness program. It establishes and provides the groundwork for a solid evaluation and training process that will ensure successful preparation and responses to real world contingencies and readiness operations. The goal is to ensure an environment of teamwork and cooperation throughout the wing. The cross functional sharing of lessons learned through periodic planned exercise scenarios, assistance visits and cross-feed/self-inspection programs will be the cornerstones to the program's success.

1.1. The exercise evaluation program will be administered in accordance with AFI 10-2501/AFRC Sup 1, *Full-Spectrum Threat Response (FSTR) Planning and Operations*, AFI 10-403, *Deployment Planning*, and 919 SOW 91-201, *The Explosives Safety Monitor Program for Field Training Exercises*, as required.

1.2. The overall wing OPR will be 919 SOW Chief of Combat Readiness (CVZ).

1.3. The Exercise Evaluation Team (EET) Chief is the 919 SOW Chief of Combat Readiness (CVZ) and is the responsible agent in the implementation of this program.

1.4. The 919 SOW CC will appoint the Team Chief in writing.

## **2. The Team Chief will:**

2.1. Provide overall direction and instruction to team members.

2.2. Schedule EET planning and coordination meetings prior to the start of each exercise. Prior to each exercise, the specific team composition will be determined (from master appointment list) based upon the exercise scope and objectives.

2.3. Brief the team on the scenario, the observation format and suspense for inputs will be established.

2.4. Conduct an exercise out brief after each exercise, or as deemed necessary by the Wing Commander.

2.5. Prepare and review the contents of the final report and ensure the 919 SOW/CCO is the approving authority for the lessons learned after action report.

2.6. Publish an annual exercise schedule and include it in the Wing's annual calendar.

2.7. Attend and/or ensure attendance at Host Base EET meetings and/or training.

2.8. Keep the Readiness Board abreast of the exercise evaluation program through periodic briefings and updates.

2.9. Administer the exercise program, utilizing applicable Air Force Instruction and trained EET members from selected functional areas.

2.10. Attempt to validate and act as mediator on any questionable observations between team member and functional area being observed.

## **3. Team composition:**

- 3.1. Organize the composition of the 919 SOW exercise evaluation team (EET) as identified in attachment 1.
- 3.2. Provide each Commander with a list of required personnel needed by functional specialty. Commanders will appoint their EET members in writing and provide the letter to the EET Chief.
- 3.3. Appoint to the EET highly qualified personnel in their respective specialties who possess a high level of integrity, in order to conduct impartial evaluations of unit and subordinate organizations.
- 3.4. Ensure team members possess at least a Secret security clearance and:
  - 3.4.1. Primary exercise planners consist of EET Chief and representatives from Safety (SE), Readiness Flight (CEX), Logistics Plans, Wing Plans and additional functional representatives as deemed necessary by the team chief.
  - 3.4.2. Planners are responsible for planning, coordinating, and identifying the objectives of the exercise. Written risk assessments will be accomplished prior to the start of the exercise, and forwarded to the wing safety office not later than the week prior to the start of the exercise for review.
  - 3.4.3. Write exercise scenarios with the least amount of simulations as practical. Scenarios will be written utilizing all Department of Defense (DoD) and Air Force safety instructions and standards. Scenarios will be forwarded to the safety office not later than 30 days prior to the start of the exercise for review.
  - 3.4.4. Write, coordinate/staff, and publish the concept of operations, fragment (frag) the order, tasking documents, flying schedule, etc., as appropriate.
  - 3.4.5. Ensure the out brief covers the scope of current HHQ inspections and mirror the current format used by HHQ/IG. The focus of the out brief is to review proper execution of required response actions for the critical processes of the exercise objectives.

#### **4. Team members will:**

- 4.1. Be designated in writing to the 919 SOW/CVZ.
- 4.2. Conduct evaluations with emphasis on results. Document observations using the EET Observation Sample Worksheet ([Attachment 3](#))
- 4.3. Adhere to all safety procedures and practices in accordance with governing directives for the exercise in question.
- 4.4. Wear the EET badge at all times.
- 4.5. Maintain an EET folder and log to document their activities during the exercise.
- 4.6. Report any problems or EET process issues to the Team Chief or his designated assistant.
- 4.7. Be familiar with and maintain a copy of this regulation and other exercise related directives as identified by Team Chief.
- 4.8. Attend all team meetings.

**5. The readiness/exercise-working group:**

- 5.1. The EET Chief will chair the working group.
- 5.2. The group will be composed of functional area representatives (expanded EET member list) to assist the evaluation team planners in coordinating the logistics support needed for exercise/ORE/ORI/MAREs, etc., taskings.
- 5.3. The working group will also act as the primary forum for tracking and addressing issues and observations documented in the exercise lessons learned after-action reports. For deployment related exercises (OREs, ORI, weapons issue, etc.), the Unit Deployment Managers meeting conducted during the UTA will suffice.
- 5.4. Observations (write-ups) identified during the evaluation will be made a part of each units' and/or work centers' cross-feed/self-inspection program.

ANTHONY J. COMTOIS , Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-4, *Operations Planning*, 30 Apr 2009

AFPD 10-25, *Full-Spectrum Threat Response (FSTF)*, 26 Sep 2007

AFI 10-403, *Deployment Planning*, 20 September 2012

AFI 10-2501/AFRC Sup 1, *Full-Spectrum Threat Response (FSTR)*, 26 Feb 2009

AFI 33-322, *Records Management Program*, 7 October 2003

AFRCI 90-2001, *Air Force Reserve Readiness and Compliance*, 5 July 2012

919 SOW 91-201, *Training and Exercise Explosive Safety*, 23 Feb 2009

***Adopted Forms***

AF IMT 847, *Recommendation for Change of Publication*;

***Abbreviations and Acronyms***

**AFDPO**—Air Force Departmental Publishing Office

**AF IMT**—Air Force Information Management Tool

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**CC**—Commander

**CCX**—Performance Planner

**CEX**—Readiness Flight

**CVZ**—Wing Combat Readiness Office

**DoD**—Department Of Defense

**e-Publishing**—the e-Publishing website ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))

**EEP**—Exercise Evaluation Program

**EET**—Exercise Evaluation Team

**FSTF**—Full-Spectrum Threat Response

**HHQ**—Higher Headquarters

**IAW**—In accordance with

**IG**—Inspector General

**MAJCOM**—Major Command

**MARE**—Major accident response exercises

**MXG**—Maintenance Group

**NLT**—Not later than

**OPR**—Office of Primary Responsibility

**ORE**—Operational Readiness Exercises

**RDS**—Air Force Records Disposition Schedule

**SE**—Safety

**SOW**—Special Operations Wing

**STO**—Survive to Operate

**TAD**—Temporary Active Duty

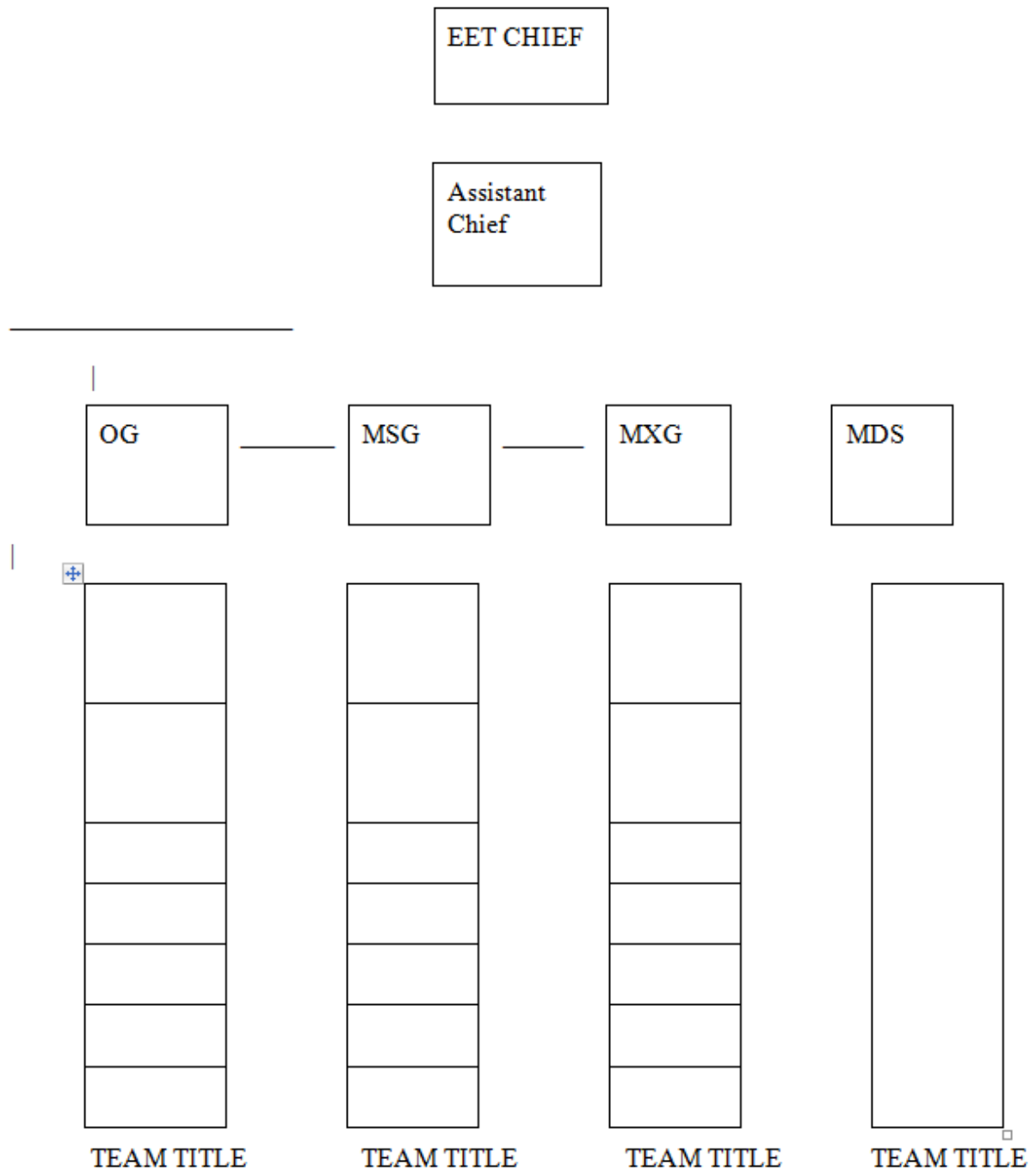
**TDY**—Temporary Duty Away from Home Station

**UTA**—Unit Training Assembly

## Attachment 2

## EXERCISE EVALUATION TEAM CHART

Figure A2.1. EXERCISE EVALUATION TEAM CHART.



## Attachment 3

**EET OBSERVATION SAMPLE WORKSHEET****Figure A3.1. EET OBSERVATION Sample WORKSHEET.**

DATE: \_\_\_\_\_

EVENT/TIME: \_\_\_\_\_

NAME: \_\_\_\_\_

AREA: \_\_\_\_\_

OBSERVATION:

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